

Notice to Home Education Families Regarding Required Annual Evaluation 2017-2018 School Year

Home education law requires parents or guardians to provide an annual educational evaluation to the district superintendent's office that documents the student's demonstration of educational progress. This required evaluation is due each year on the anniversary date of your child's initial enrollment as a Home Education student. For example: if your child was enrolled in Home Education on August 20, 2016, an annual evaluation is due on or before August 20, 2017. The annual evaluation will be due on or before that date every year that he/she remains a home education student. If you are planning on having your child return to public school, it is advisable that you turn in the annual evaluation over the summer prior to their return.

There are five (5) options for fulfilling the requirement for an annual evaluation:

1. Select a teacher holding a valid regular Florida certificate to review and discuss the contents of the required portfolio with the student, or
2. Have the student take a nationally normed student achievement test administered by a certified teacher, or
3. Have the student take a state student assessment test used by the school district (FCAT) and administered by a certified teacher, or
4. Have the student evaluated by a psychologist holding a valid active license, or
5. Have the student evaluated with any other valid instrument tool that is mutually agreed upon by the parent or guardian and the superintendent. Virtual School transcripts are an acceptable measure **IF** the transcript shows 1.0 credit earned for each English, Math, Science and Social Studies. Partial transcripts must be supplemented with one of the other four evaluation methods to be accepted.

The documentation can be a report by the evaluator or a copy of test scores. The form is included as a **suggestion** for use by the certified teacher if you choose option 1 of a portfolio review. If you choose to submit test scores, through options 2-5, please complete the student information section of the annual evaluation form and attach it to the test scores.

Annual evaluations/test scores should be sent to the following address:

Home Education Department
40 Orange Street
St. Augustine, FL 32084

Florida Statute 1002.41 states that failure to submit an annual evaluation places the home education program in noncompliance and permits the superintendent, after notice to the parent/guardian, to terminate the program. If this office does not receive the evaluation, your child/children will be required to enroll/re-enroll in public or private school to meet the compulsory attendance law.

Please direct your questions to Dr. Phyllis Ingram, District Guidance Counselor
904-547-7753 or email: phyllis.ingram@stjohns.k12.fl.us
Fax: 904-547-7695

St. Johns County School District
HOME EDUCATION WRITTEN EVALUATION FORM (2017-2018)

There are five options for fulfilling the requirement for an annual evaluation. Selecting a teacher holding a valid regular Florida certificate to review and discuss the contents of the required portfolio with the student is an option that is used frequently. **(The specific form below is not required but is provided by SJCSJ for your convenience.)**

STUDENT INFORMATION

_____	_____
(Student Name)	(Date of Birth)
_____	_____
(Student Address)	(2017-2018 Grade Level)
_____	_____
(Student Address)	(Name of Parent/Guardian)
_____	_____
(Evaluation Option Chosen) (Results attached for 2-5)	(Email Address)
Option 1: Portfolio and Student Conference; Option 2: Nationally Normed Test; Option 3: FCAT; Option 4: Psychological Evaluation; Option 5: Virtual School Transcript	

STATEMENT FROM FLORIDA CERTIFIED TEACHER: (only if portfolio Option 1 is used)

Upon review of the portfolio and discussion with the pupil named above, I certify that the pupil has demonstrated progress at a level commensurate with his/her ability.

I understand Florida law requires that I hold a valid regular Florida certificate in elementary education or in an academic subject at the secondary level. My signature attests to my qualification.

_____	_____
Printed Name of Teacher/Evaluator	Evaluation Date
_____	_____
Certification Number	
_____	_____
Teacher/Evaluator Certificate	Signature of
Expiration Date	

**Mail to: Home Education Department
40 Orange Street
Saint Augustine, FL 32084
Fax to: 904- 547-7695
Email to: Phyllis.Ingram@stjohns.k12.fl.us**

NOTE: If you would like to receive notification acknowledging receipt of this written Evaluation Form/Test Scores, please enclose a self-addressed, stamped envelope or provide an email address above. It is assumed that you will continue to home educate your child(ren) unless you submit a written notice of termination.

TO BE COMPLETED BY ST JOHNS COUNTY SCHOOL DISTRICT

Evaluation Acceptable: _____	Next Evaluation Due: _____
Evaluation received date: _____	Notification sent date: _____